THE OHIO STATE UNIVERSITY

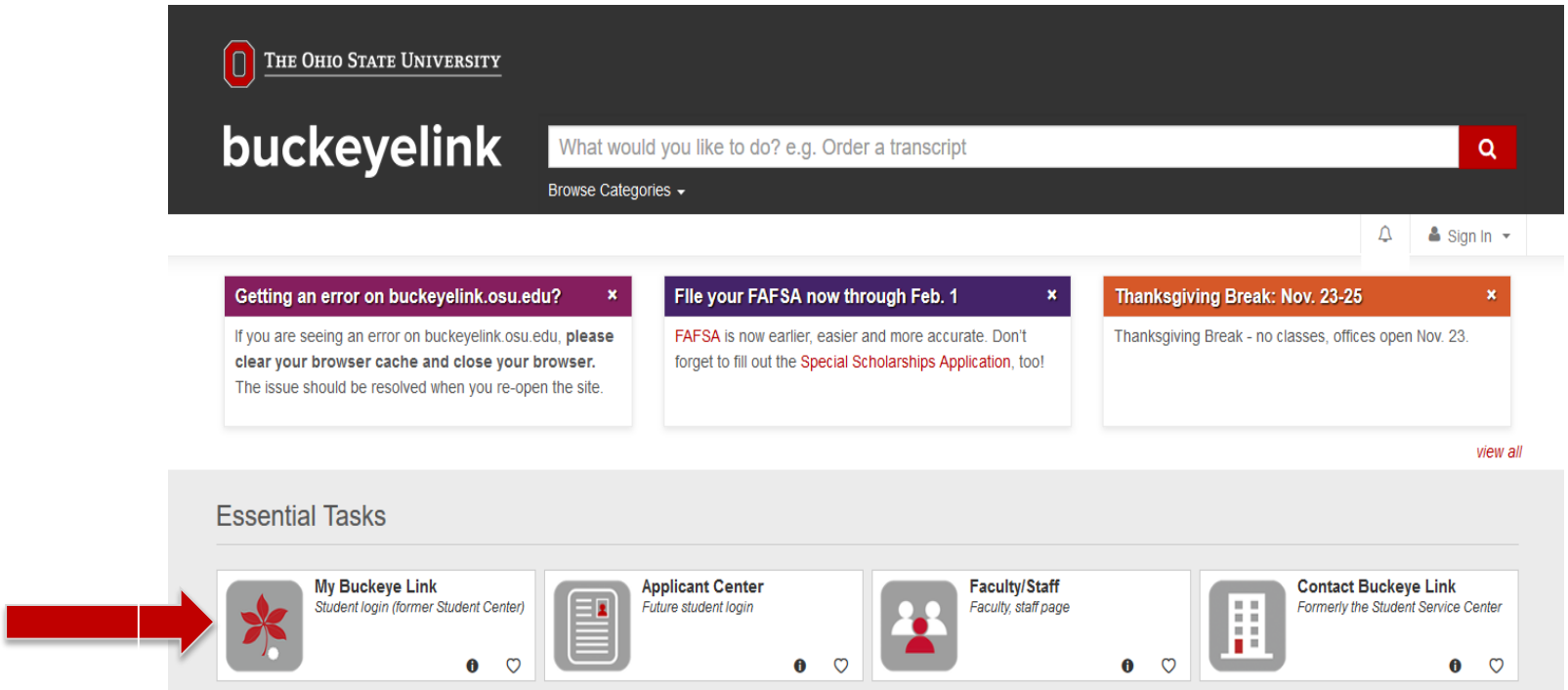
Degree Audit for Students

How to Run a Degree Audit Report

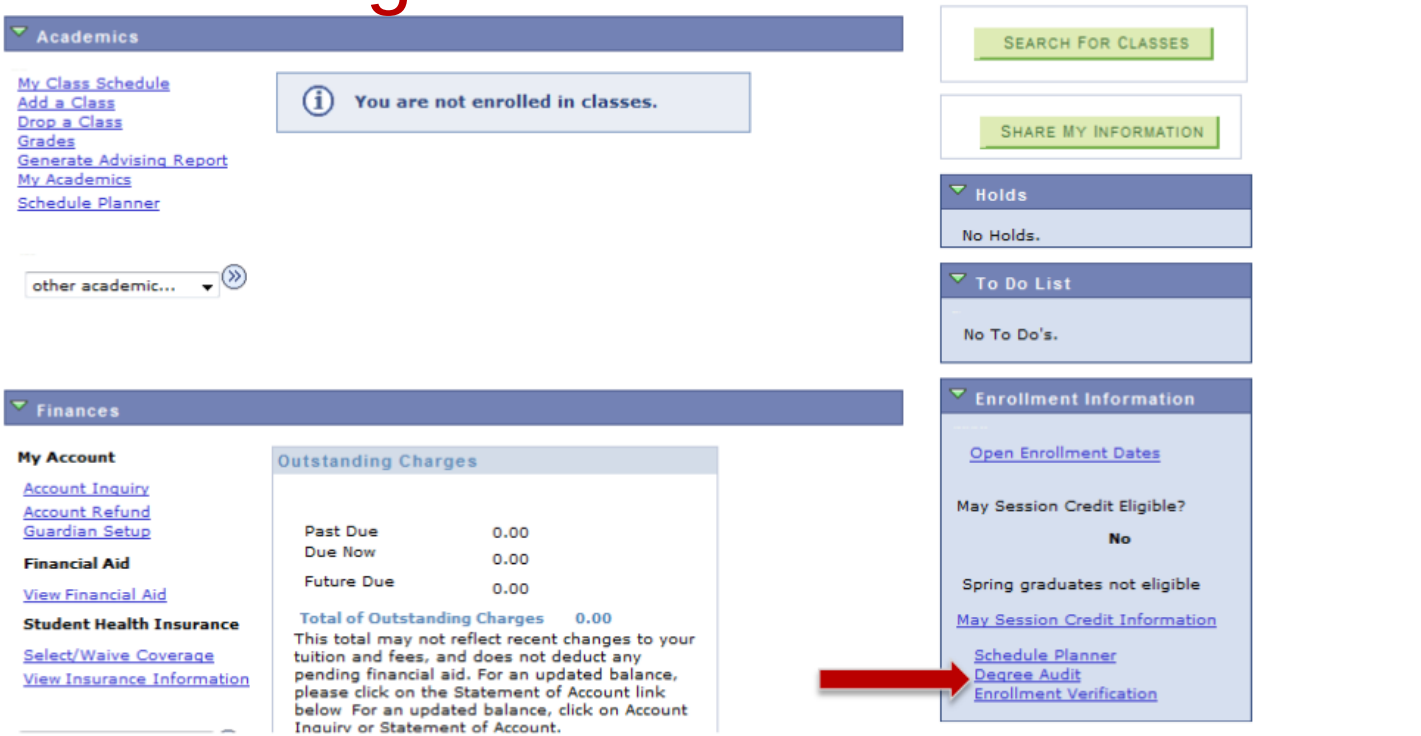
Why Degree Audits?

- Degree audits are the online version of all MA, MLT, and EdS program plans beginning AU15 and beyond
- Audits will be utilized for tracking degree progress, graduation, and monitoring course substitutions
- Audits are to assist faculty to help plan your academic progress more effectively and efficiently

Go to https://buckeyelink.osu.edu and select “My Buckeye Link” to log into your Student Center

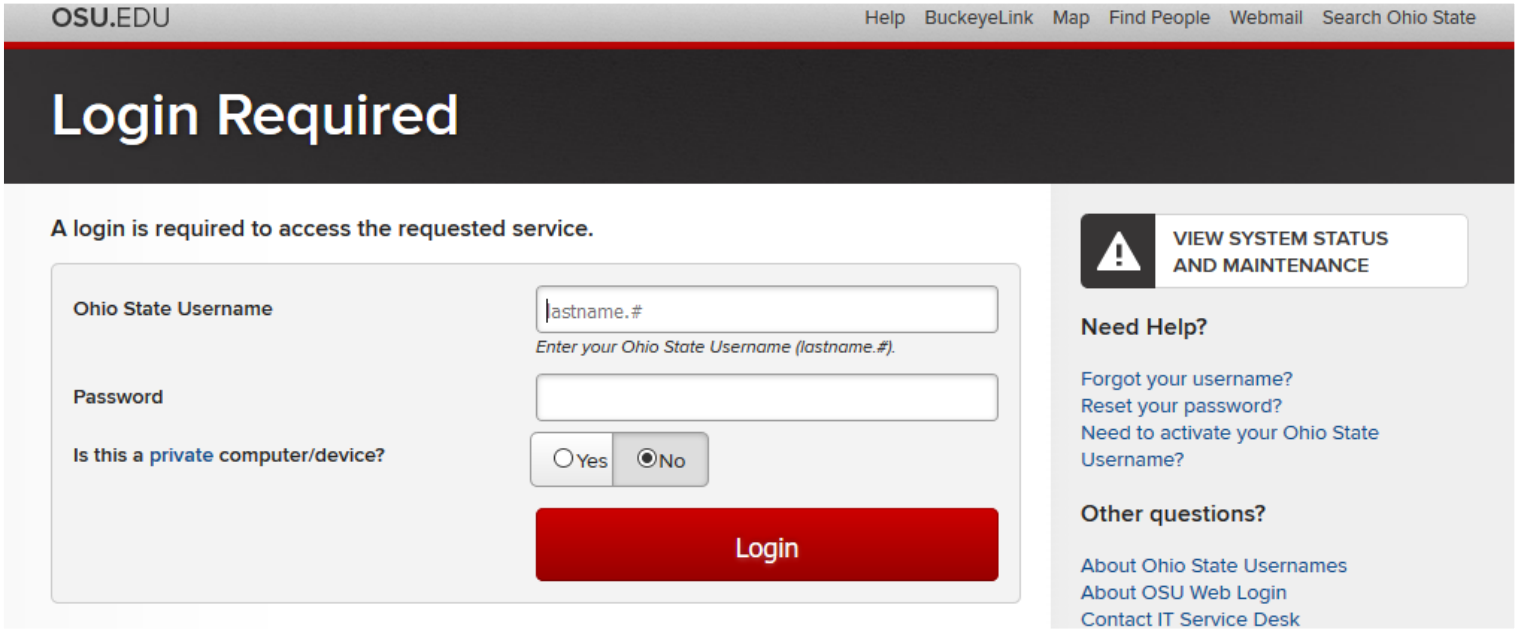


From Student Center/Buckeye Link, select “Degree Audit”.

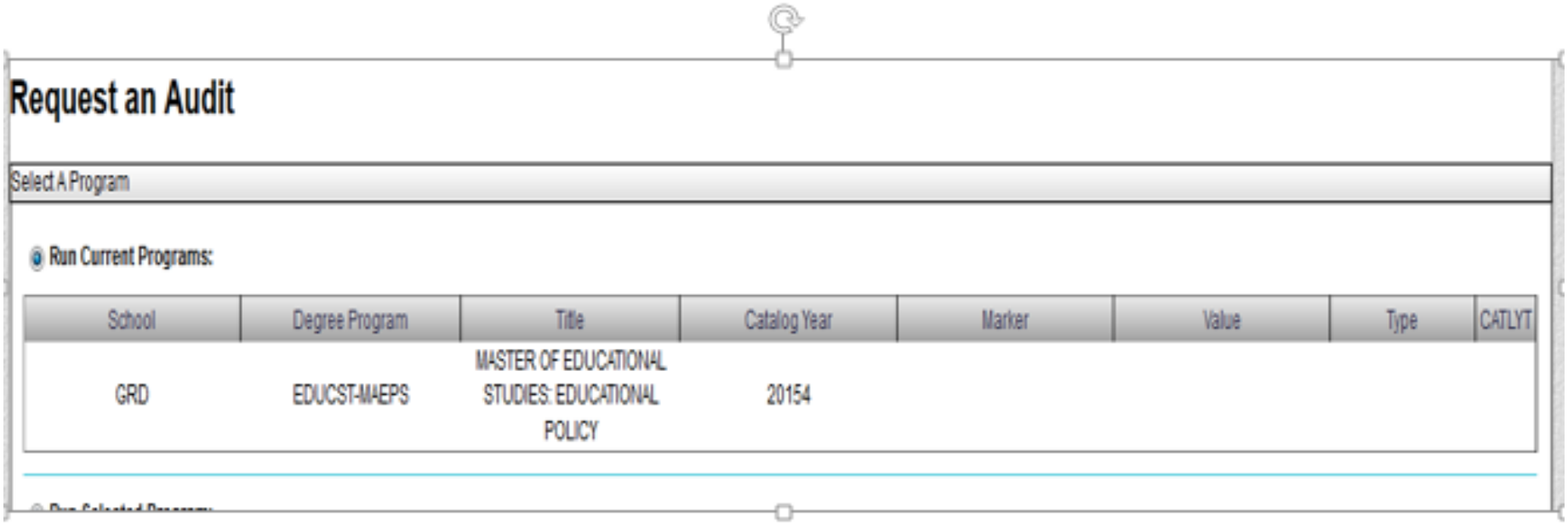


Note: This opens in a new window – make sure you allow pop-ups.

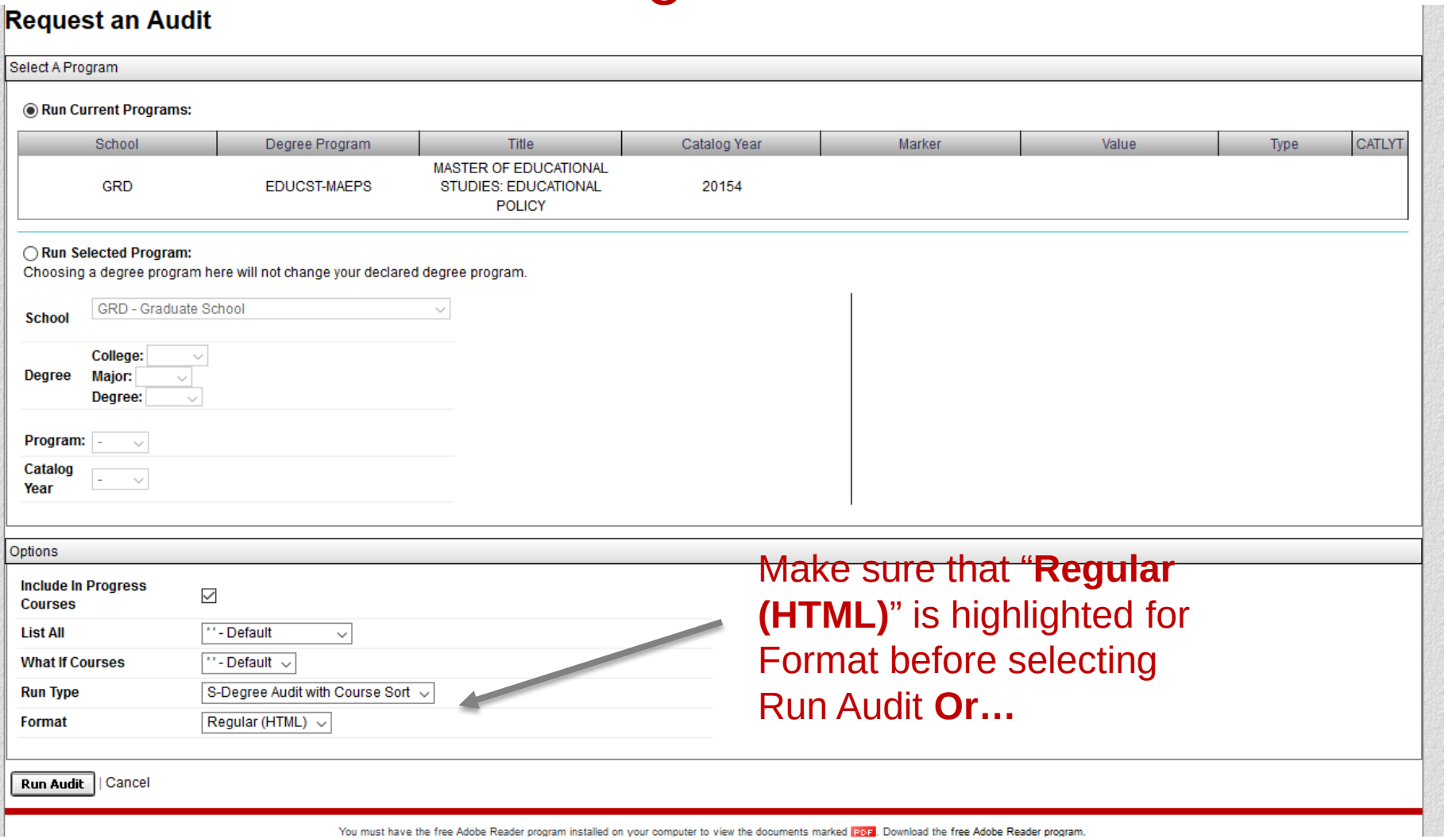
Log into the OSU Degree Audit System



Once students log in, choose to run their default program in HTML or as a PDF (preferred)

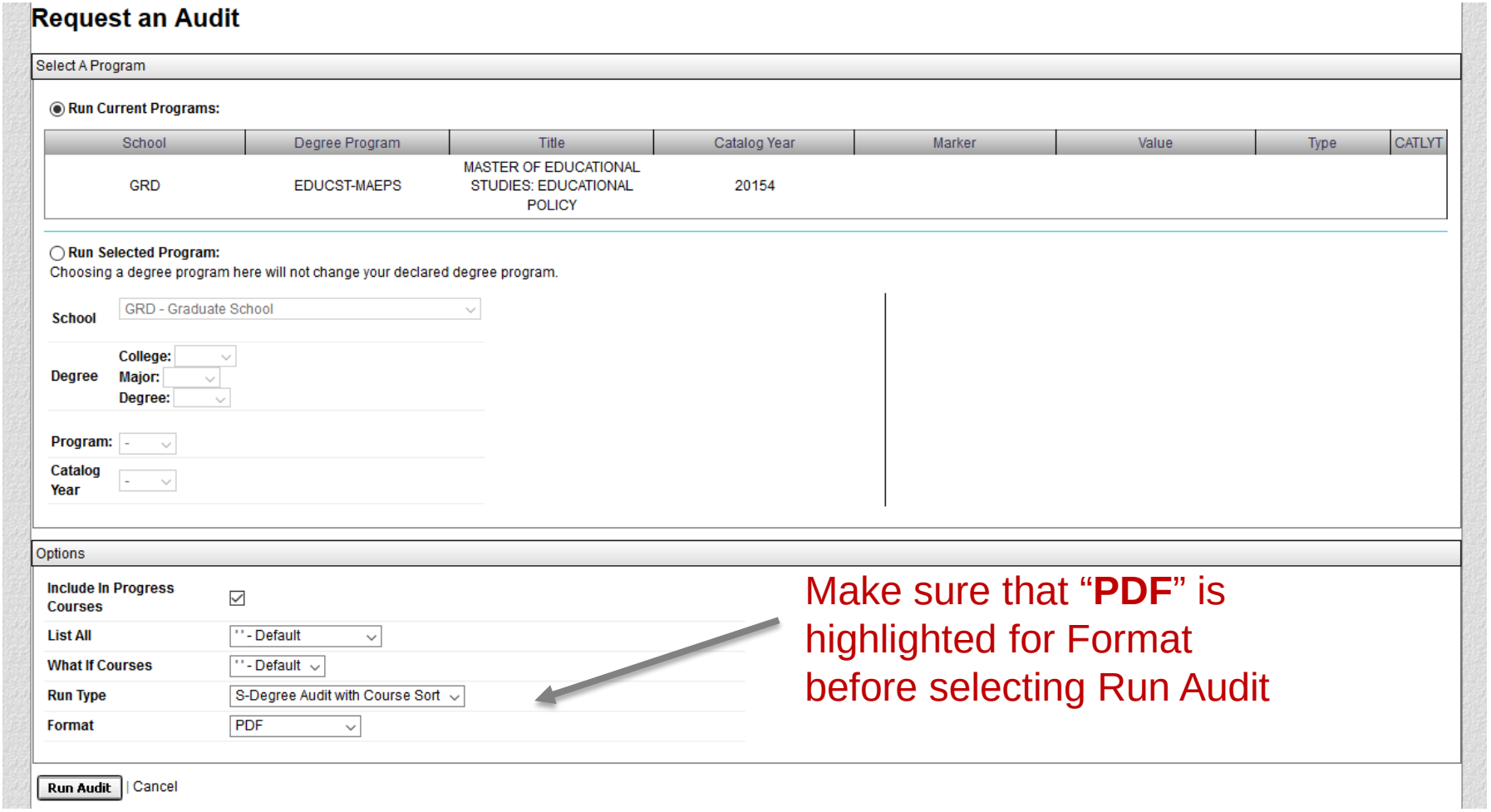


To Run a HTML Degree Audit….



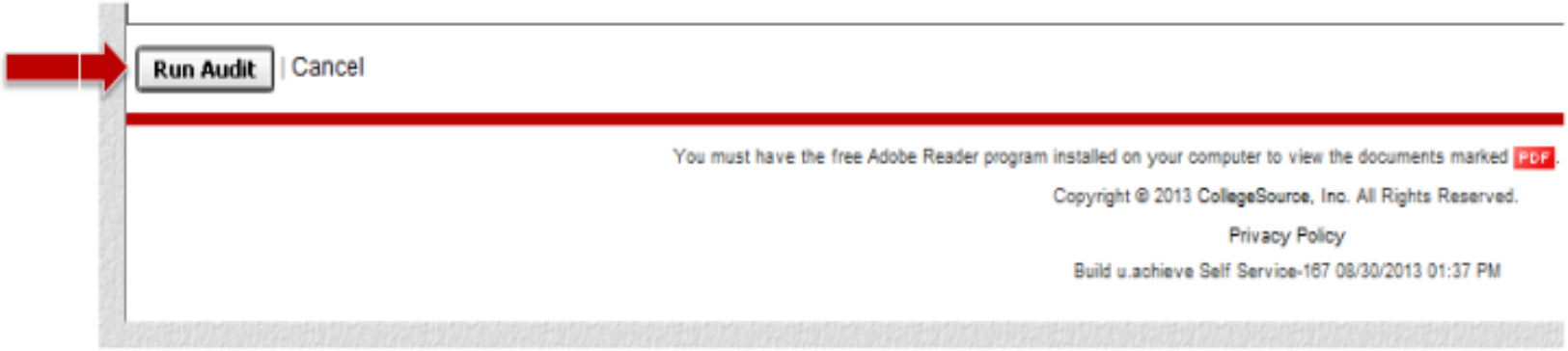
Make sure that "**Regular (HTML)**" is highlighted for Format before selecting Run Audit **Or…**

To Run a PDF Degree Audit….

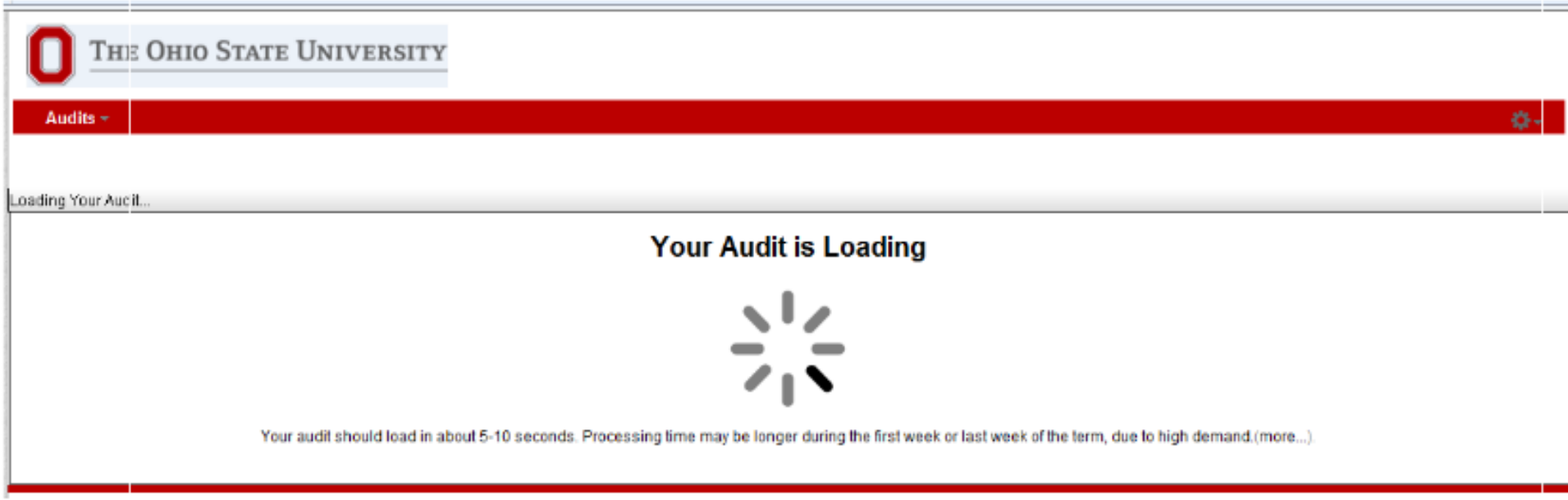


Make sure that "**PDF**" is highlighted for Format before selecting Run Audit

And click the “Run Audit” button on the bottom of the page.



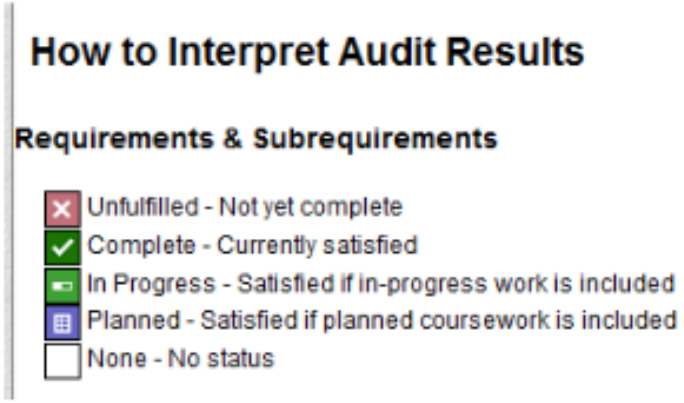
This audit is processing. The page might refresh several times before the audit finishes.



Reading an Audit: Icons

- Icons help to indicate completion and progress status of requirements and subrequirements on the audit.
- This key can also be found in the Help files within degree audit Self Service.

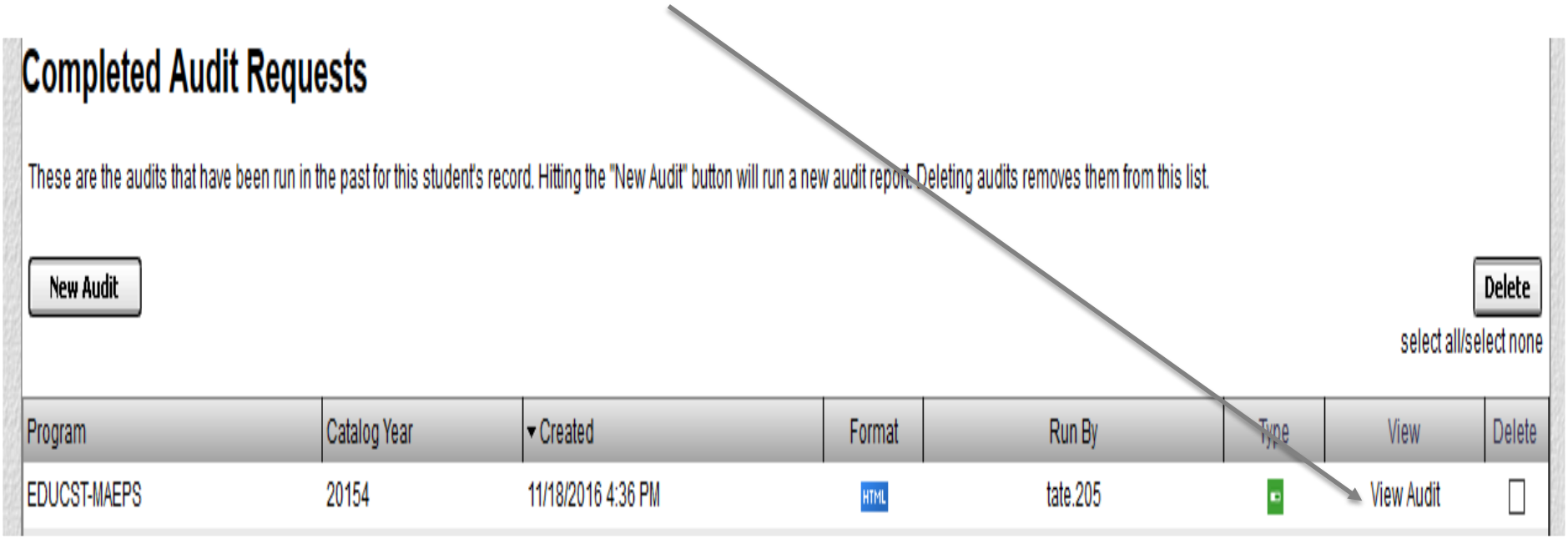
HTML Version



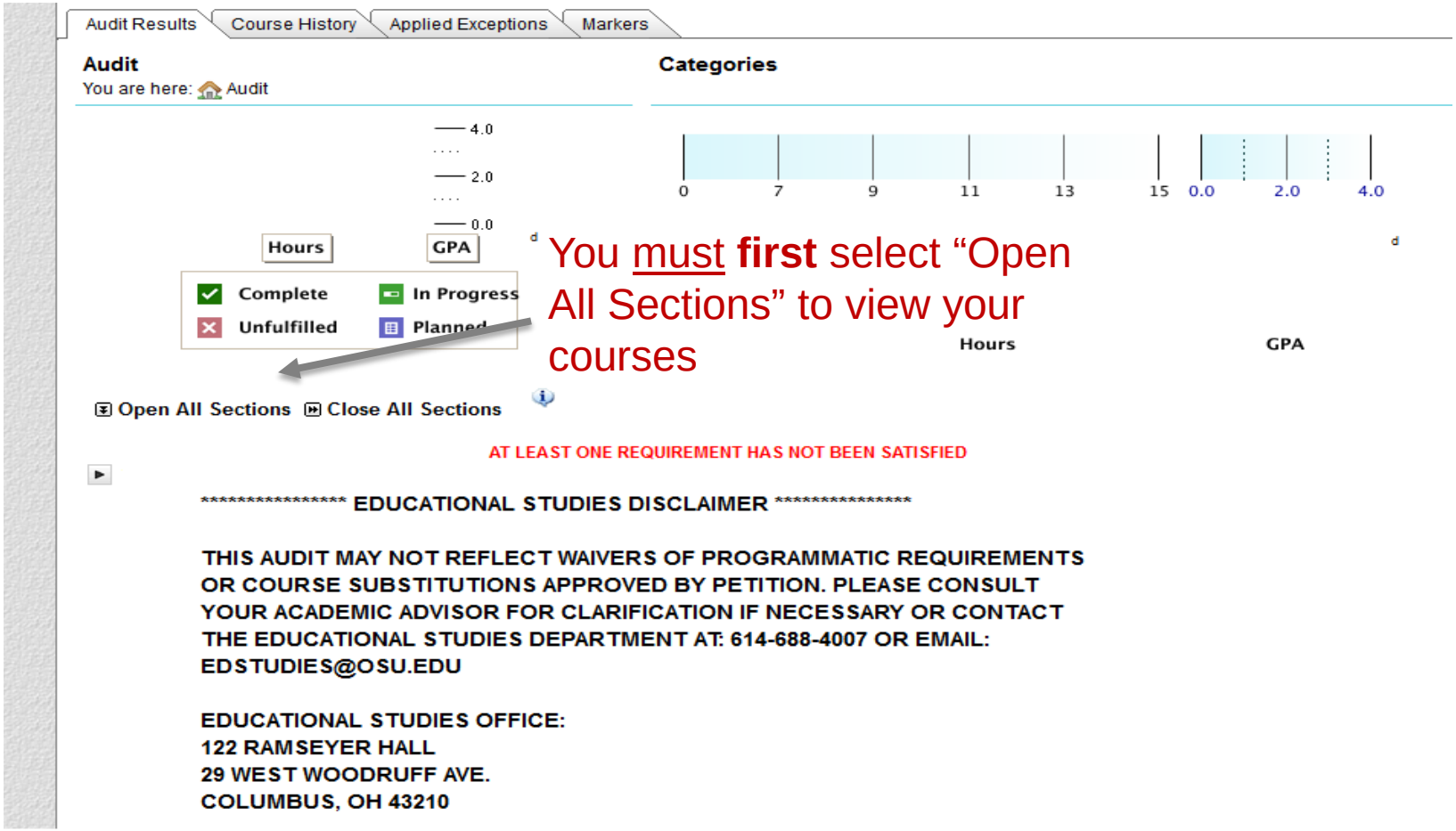
PDF Version

- **OK**- Requirement **complete**
- **NO**- Requirement **not** complete
- **IP**- Requirement ***in-progress***

Select “View Audit” –HTML Version



Reviewing Your Degree Audit- HTML Version



You must **first** select “Open All Sections” to view your courses

Reviewing Your Degree Audit- HTML Version

EDUCATIONAL POLICY SPECIALIZATION (9 HOURS)

SPECIALIZATION - COMPLETED

3 COURSES TAKEN

AU15	ESEPOL 6000	3.0	A
AU15	ESEPOL 8352	3.0	A-
SP16	ESCFE 8201	3.0	A

-Requirements have been met and complete

EDUCATIONAL POLICY ELECTIVES (12 HOURS)

12 HOURS OF ELECTIVES - ACHIEVED

12.00 HOURS ADDED

SP16	ESEPHL 6410	3.0	A	
SU16	ESEADM 6372	3.0	A	
SU16	ESEADM 6374	3.0	A	
AU16	ESSPSY 7029	2.0	IP	>I
AU16	PUBAFRS 6500	1.0	IP	>S

-Requirement in-progress; currently enrolled

Reviewing Your Degree Audit- HTML Version

EDUCATIONAL POLICY THESIS OR NON-THESIS OPTIONS

THESIS OPTION - TAKE THIS COURSE
* TAKE EDUCST 7999 OR COMPLETE THE NON-THESIS OPTION BELOW. *
** 33 TOTAL PROGRAM HOURS ARE REQUIRED. **

FROM: EDUCST 7999

OR)
NON-THESIS OPTION - COMPLETE 1 OF THE FOLLOWING:

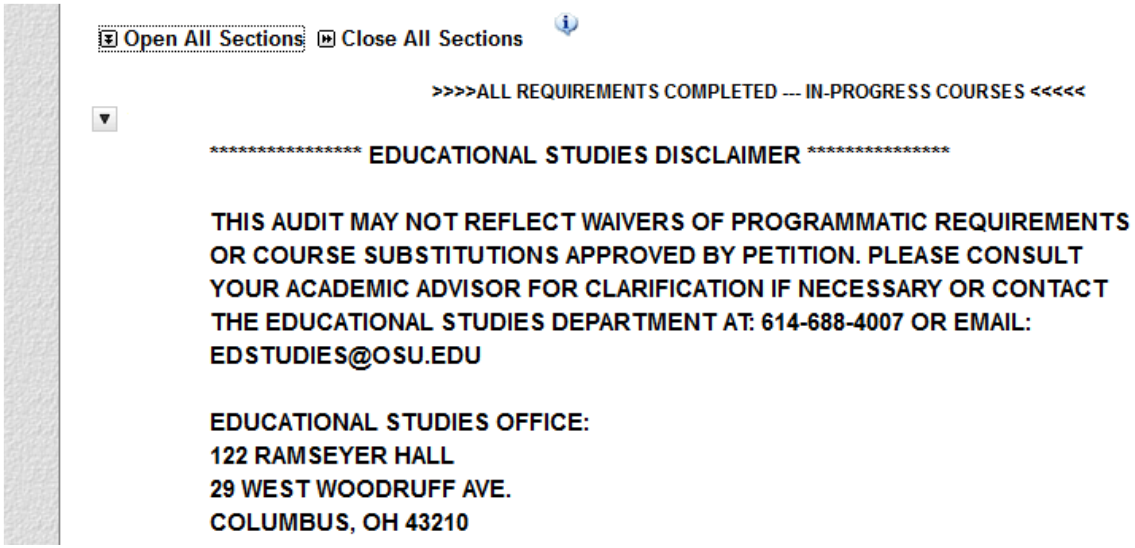
1) MASTER'S EXAMINATION
2) ACTION RESEARCH PROJECT
3) COMPREHENSIVE CASE STUDY

* STUDENTS MUST REGISTER FOR A MINIMUM OF 3 HOURS DURING THE TERM THEY TAKE THE EXAMINATION OR PROJECT. *
** IN CONSULTATION WITH YOUR ADVISOR, CHOOSE THE OPTION BEST SUITED FOR YOUR EDUCATIONAL GOALS. **
*** IF THIS OPTION IS CHOSEN, AN ADVISOR EXCEPTION IS REQUIRED TO MAKE THIS REQUIREMENT COMPLETE. ***
**** 30 TOTAL PROGRAM HOURS ARE REQUIRED. ****

-Requirements *not* complete

To Be Cleared for Graduation, Your Degree Audit Must Read… (HTML Version)

All Requirements Completed—In-Progress Courses



Open All Sections Close All Sections

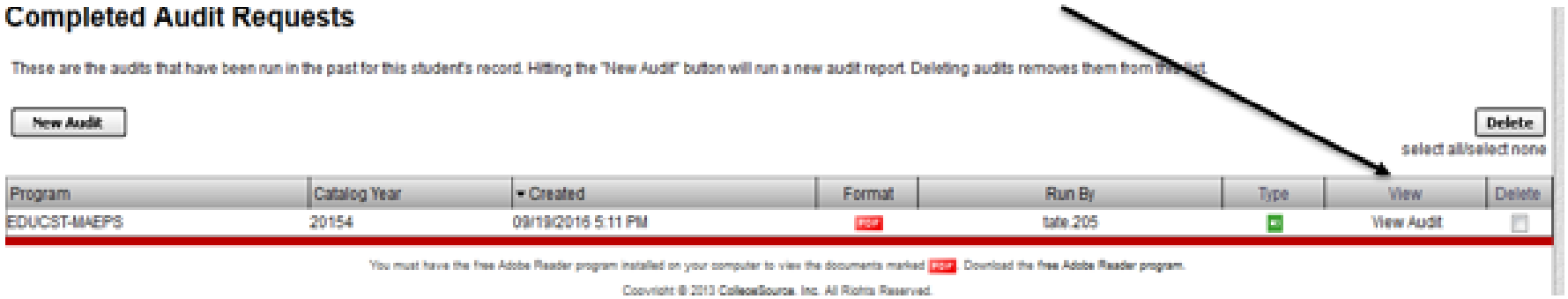
>>>>ALL REQUIREMENTS COMPLETED --- IN-PROGRESS COURSES <<<<<

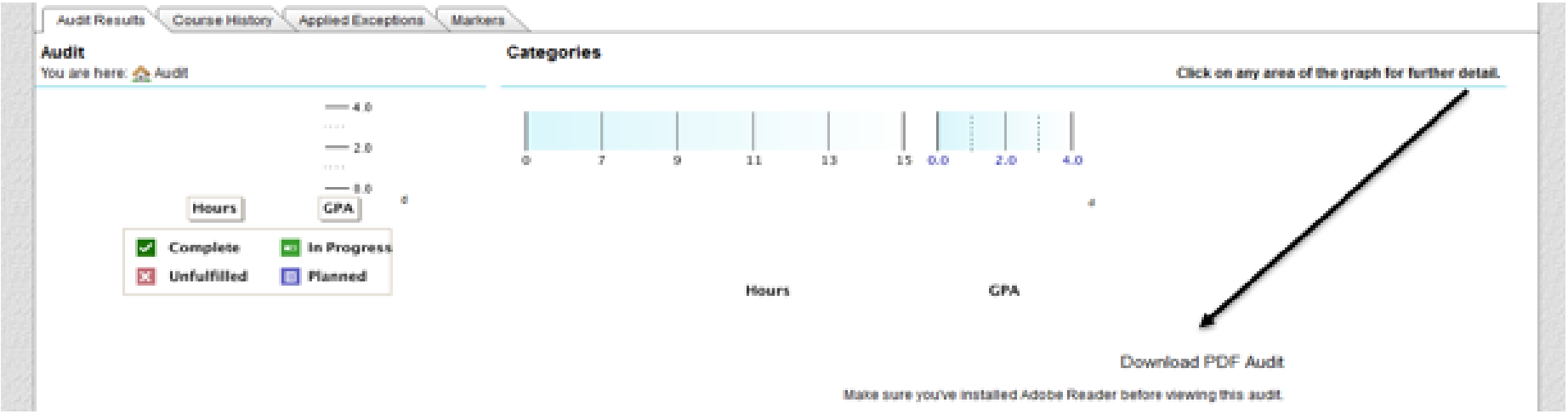
********** EDUCATIONAL STUDIES DISCLAIMER **********

THIS AUDIT MAY NOT REFLECT WAIVERS OF PROGRAMMATIC REQUIREMENTS OR COURSE SUBSTITUTIONS APPROVED BY PETITION. PLEASE CONSULT YOUR ACADEMIC ADVISOR FOR CLARIFICATION IF NECESSARY OR CONTACT THE EDUCATIONAL STUDIES DEPARTMENT AT: 614-688-4007 OR EMAIL: EDSTUDIES@OSU.EDU

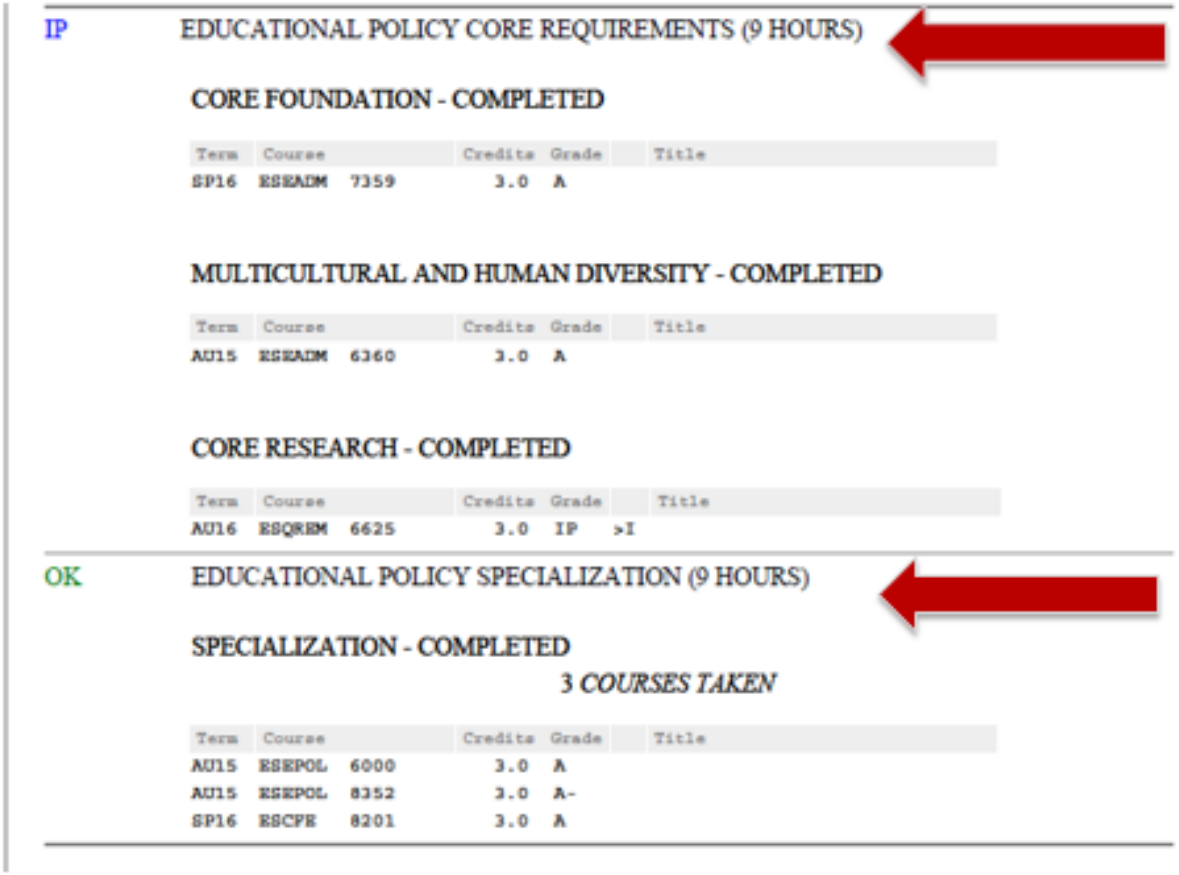
EDUCATIONAL STUDIES OFFICE:
122 RAMSEYER HALL
29 WEST WOODRUFF AVE.
COLUMBUS, OH 43210

Students select “View Audit”, then “Download PDF Audit”





Reviewing Your Degree Audit- PDF Version



IP EDUCATIONAL POLICY CORE REQUIREMENTS (9 HOURS)

CORE FOUNDATION - COMPLETED

Term	Course	Credits	Grade		Title
SP16	ESEADM 7359	3.0	A		

MULTICULTURAL AND HUMAN DIVERSITY - COMPLETED

Term	Course	Credits	Grade		Title
AU15	ESEADM 6360	3.0	A		

CORE RESEARCH - COMPLETED

Term	Course	Credits	Grade		Title
AU16	ESQREM 6625	3.0	IP	>I	

OK EDUCATIONAL POLICY SPECIALIZATION (9 HOURS)

SPECIALIZATION - COMPLETED

3 COURSES TAKEN

Term	Course	Credits	Grade		Title
AU15	ESEPOL 6000	3.0	A		
AU15	ESEPOL 8352	3.0	A-		
SP16	ESCPE 8201	3.0	A		

IP: Indicates courses are "in-progress" and not yet complete.

OK: Requirement is complete.

Reviewing Your Degree Audit- PDF Version

NO: Requirement not complete. Exception needs to be made or student needs to enroll in missing course.

NO EDUCATIONAL POLICY THESIS OR NON-THESIS OPTIONS

-
THESIS OPTION - TAKE THIS COURSE
* TAKE EDUCST 7999 OR COMPLETE THE NON-THESIS OPTION BELOW. *
** 33 TOTAL PROGRAM HOURS ARE REQUIRED. **
FROM: EDUCST 7999

- OR)
NON-THESIS OPTION - COMPLETE 1 OF THE FOLLOWING:

1) MASTER'S EXAMINATION
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* STUDENTS MUST REGISTER FOR A MINIMUM OF 3 HOURS DURING THE TERM THEY TAKE THE EXAMINATION OR PROJECT. *
** IN CONSULTATION WITH YOUR ADVISOR, CHOOSE THE OPTION BEST SUITED FOR YOUR EDUCATIONAL GOALS. **
*** IF THIS OPTION IS CHOSEN, AN ADVISOR EXCEPTION IS REQUIRED TO MAKE THIS REQUIREMENT COMPLETE. ***
**** 30 TOTAL PROGRAM HOURS ARE REQUIRED. ****

Missing Coursework? Courses that don't match anywhere will fall to the 'bottom'

COURSES NOT USED IN EDUCATIONAL STUDIES REQUIREMENTS

11.00 *HOURS ADDED*

Term	Course	Credits	Grade		Title
SU16	ESEADM 6372	3.0	A		
SU16	ESEADM 6374	3.0	A		
AU16	ESSPSY 7029	2.0	IP	>I	
AU16	MUSIC 7203.02	1.0	IP	RP	
AU16	PUBAFRS 6500	2.0	IP	>I	

*If any courses are not counting for your program, you'll want to inform your faculty advisor and student services. ***All*** *exceptions need to be approved.*

To Be Cleared for Graduation, Your Degree Audit Must Read… (PDF Version)

All Requirements Completed—In-Progress Courses

>>>>ALL REQUIREMENTS COMPLETED --- IN-PROGRESS COURSES <<<<<

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122 RAMSEYER HALL
29 WEST WOODRUFF AVE.
COLUMBUS, OH 43210

Graduation Review/Clearance

- Submit graduation application online in Gradforms
- Students must print and submit their *degree audit* and *advising report* to the student services office
- The audit must have *both* student and faculty signatures prior to turning it into student services
- ***Advisor Review*** is the ***only*** requirement that can be *incomplete* prior to submitting your audit; ***no other missing requirements should be on your audit***
- **All course substitutions** will need to be taken care of *before* submitting your degree audit
- Based on graduation review/clearance, your application to graduate is either approved or denied in Gradforms

Benefits of the Degree Audit

- Access 24/7 of your program plan
- Review courses taken immediately, in-progress, and what's remaining
- Have a better understanding of time of degree completion and projected graduation
- Plan courses accordingly throughout your time at Ohio State

Logout and close your browser to completely exit the application

Questions?

Contact the SSGS office at 614-688-4007 or

email at edstudies@osu.edu